



# City of Altus Human Resource Department

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APPLICANT NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

TO: APPLICANTS FOR EMPLOYMENT WITH THE CITY OF ALTUS  
FROM: THE HUMAN RESOURCES STAFF  
SUBJECT: APPLICATION PROCESS

The application process with the City of Altus can be lengthy and is very strictly regulated by several local, state and federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many equal opportunity, affirmative action and merit system provisions must be monitored.

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.

**NEPOTISM:** In accordance with the City's Policy and Procedure Manual, no individual related to the third degree by blood or marriage to any elected official, department head, or supervisor may be employed in any position under which they would report to their family member.

**DRIVING STANDARDS:** If the position for which you are applying has, as an essential job function, the operating of a City vehicle, or may require driving a City vehicle, you must possess a properly classified, valid Oklahoma Driver's License and your driving record must meet the following driving standards:

1. Must have acceptable driving record.
2. Possess, or be able to attain within a specified time period, the proper classification of driver's license for the job for which you are applying.
3. Possess and maintain a valid Oklahoma Driver's License during the course of your employment with the City, and maintain an acceptable driving record as set out in paragraph 1 above.
4. Must meet the approval of the City's insurance carrier.

**BACKGROUND INVESTIGATION:** You must sign a form to authorize the City to verify your credentials. If you are tentatively selected for employment with the City, the Human Resources Department will conduct a background investigation of your credentials prior to you being appointed to a position with the City.

**DRUG SCREEN TEST:** You will be required to take a pre-employment drug screen for employment consideration in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, the Omnibus Transportation Employee Testing Act and the City of Altus Policy and Procedures Manual, Article 1119.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:** In accordance with the United States Code, Title 8 Section 132A, the City of Altus must verify every individual's eligibility for employment in the United States. The Department of Homeland Security and the United States Department of Labor require you to furnish the City of Altus with document verification of employment eligibility. If you are extended an offer of employment, you will be required to furnish such documentation.

Failure to furnish the City of Altus with the requested documentation will result in denying you employment with the City.

Have you been convicted of a felony in the last seven (7) years?\* ☐ Yes ☐ No

If yes, please explain:

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\* A "yes" answer will not automatically disqualify you from employment. We will consider the nature of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

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Applicant Signature

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Date

Please feel free to contact the Human Resource staff if you have any questions regarding the City of Altus selection process. In closing, let us thank you for your interest in considering the City of Altus as a career option.

\*\*\*\*\***FOR HR OR DEPARTMENT USE ONLY**\*\*\*\*\*

Send to Department Head?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
References checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Background checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Remarks: \_\_\_\_\_

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# City of Altus

509 S. Main St.  
Altus, OK 73521  
Attn: Human Resources

## APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or handicap.

**(PLEASE PRINT)**

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Phone Numbers where you may be contacted between the hours of 8 am & 5 pm:

Primary Phone #: \_\_\_\_\_ ☐ home ☐ cell ☐ work (check one)

Alternate Phone #: \_\_\_\_\_ ☐ home ☐ cell ☐ work (check one)

Have you filed an application here before? ☐ Yes ☐ No

If yes, give date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☐ No. If yes, give date: \_\_\_\_\_

Are you employed now? ☐ Yes ☐ No. If yes, may we contact your present employer? ☐ Yes ☐ No  
A negative answer will not affect your being considered for employment.

## CITY OF ALTUS – APPLICATION FOR EMPLOYMENT

Do you have a current driver's license? ☐ Yes ☐ No. Proof will be required

State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a relative working for the City of Altus? ☐ Yes ☐ No.

If so, whom? \_\_\_\_\_ How are you related? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No.

On what date would you be available for work? \_\_\_\_\_

Are you available to work ☐ Full Time ☐ Part-Time ☐ Shift Work ☐ Seasonal?

Are you on a lay-off and subject to recall? ☐ Yes ☐ No

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name	City State	Day Time Phone

Education:

School Name	High School	College/University	Graduate
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Degree Obtained: Training, Apprenticeships, and/or Extra- curricular Activities:			

Honors Received: \_\_\_\_\_

Do you possess a high school diploma or G.E.D. equivalent? ☐ Yes ☐ No.

Are you currently a student in the high school listed above? ☐ Yes ☐ No.

## CITY OF ALTUS – APPLICATION FOR EMPLOYMENT

### **EMPLOYMENT EXPERIENCE:**

**Start with your present or last job. Do not leave gaps in your employment history. Include military service assignments and volunteer activities.** Exclude organization names which indicate race, color, religion, sex or national origin.

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:	Employer Email:	Phone:	Address:
From:	To:	Position Held:	Reason for leaving:
Supervisor's Name:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	

Employer:	Employer Email:	Phone:	Address:
From:	To:	Position Held:	Reason for leaving:
Supervisor's Name:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	

Employer:	Employer Email:	Phone:	Address:
From:	To:	Position Held:	Reason for leaving:
Supervisor's Name:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	

Employer:	Employer Email:	Phone:	Address:
From:	To:	Position Held:	Reason for leaving:
Supervisor's Name:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	

**SKILLS AND QUALIFICATIONS:** Summarize skills, qualifications, certifications or licenses you may have that meet the qualifications for this job.

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After reviewing the job description, can you perform the essential job functions with or without accommodations? ☐ Yes ☐ No.

Would you be willing to demonstrate how you would do the essential job functions with or without reasonable accommodations? ☐ Yes ☐ No.

CITY OF ALTUS – APPLICATION FOR EMPLOYMENT

State any additional information you feel may be helpful to us in considering your application.

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List languages other than English that you speak proficiently, including communicating with the deaf.

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**NOTICE TO APPLICANTS**

\*\*\*\*\*AGREEMENT\*\*\*\*\*

**READ CAREFULLY BEFORE SIGNING**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false or misleading statements/answers will disqualify me from employment consideration.

The background information supplied by an applicant for an open position will be checked. This check will cover the accuracy of the data furnished and the past performance record of the candidate. I hereby authorize the City of Altus to investigate all statements contained in this application and verify the facts claimed by me on this application. I understand that such information is confidential, and the City cannot reveal the reason for rejection.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

I further understand and agree that my employment with the City of Altus does not constitute an employment contract and that I may resign my position and voluntary leave employment, or my employment may be terminated at any time and for any reason.

I hereby grant permission to the City of Altus to investigate and verify any of the information included in this application, and I agree to submit to a drug test and medical examination, as required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# City of Altus Human Resource Department

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## AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the City of Altus, Human Resources Department, bearing this release, or a photo copy thereof, within one year of its date, to obtain any information from your files pertaining to my employment records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the express use of the City of Altus, Human Resources Department.

I hereby release you as the custodian of such records and, any school, college or university or other educational institution, including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me because of compliance with this authorization and request to release information, or any attempt to comply with it.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Full Name)

Typed or Printed: \_\_\_\_\_  
(Full Name)

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Area Code/Phone No.: \_\_\_\_\_